



The CALLIE

An official publication of the California Association of Educational Office Professionals (CAEOP)

Welcome to Autumn with CAEOP!

**"Budding Ideas, Blossoming Networks, and Flowering Goals
... Plant Dreams and Bloom with CAEOP"**

ISSUE 4, VOLUME 1 FALL 2014

PRESIDENT'S MESSAGE

Welcome Back to School! The last few months have been a whirlwind of all good things.

The 2014-2015 CAEOP Executive Board held its second board meeting in June, which included our first webinar on Excel, updates on both the 2014 conference and planning for 2015, a CAEOP Bylaws Committee update, and the Board approved having documents available through Google docs. We had a very aggressive agenda and plowed right through it. Everyone was well prepared with not only their ideas, but with a plan. This Board is listening to what our members need and want, **and we will do our best to deliver. It's a happy year for us.**

Exciting announcements: CAEOP has three professional development opportunities this year. The Association is co-sponsoring a workshop with RAEOP on October 16 in Beaumont; the Central District is hosting a Professional Development Day in January, 2015 in Bakersfield; and, our Annual Conference is scheduled for March 13-14, 2015 in Pasadena.

The National Association of Educational Office Professionals (NAEOP) annual conference was spectacular. Over 300 professionals merged upon Portland for four days of education, networking, and celebrations. CAEOP had ten members in attendance. AEOE Los Angeles won first place in both the website and newsletter categories. Becky Shipley was installed as President Elect for the National Association of Retired Educational Office Professionals (NAREOP). I was honored to be the flag carrier for California and was elected by the general assembly to be on the Marketing/Corporate Sponsorship Committee. I am very involved with updates to the NAEOP Facebook page and will be helping with grants and scholarships for educational office professional trainings.

Our Facebook page continues to grow. Please share the CAEOP Facebook page on **your Facebook wall and invite your friends to join. It's an easy way to learn of** upcoming events, view photos of past events, read interesting articles, participate in free & low cost webinars, and read announcements of what is happening with CAEOP as well as local affiliates. It is another way to network.



We are having a few changes to the CAEOP Board. Regretfully the Board accepted a resignation from Mary Quirino at the June meeting due to personal reasons. The Board approved the appointment of Becky Shipley to the position of Vice President of Publications. Following the June meeting, we received resignations from Michelle Poirier, Technology Coordinator, and from Allison Isambert, Vice

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CAEOP MISSION STATEMENT

The California Association of Educational Office Professionals is a non-profit organization that focuses on providing professional growth and training programs for non-certificated personnel and encourages its members to grow professionally to better understand their role in serving public and private educational institutions.



AFFILIATES REPORTING IN

CAEOP President, Rosemary Culleeney-Duff, and President-Elect, Kenton Miller, have attended affiliate activities, and look forward to participating with them throughout this year. Our state association is very appreciative of the work they do to provide opportunities for learning, networking and friendships for the educational office professional in their respective areas of the state.

The contact information for both your President and President-Elect are listed on page 21 of this newsletter.

AEOE-LOS ANGELES UNIFIED SCHOOL DISTRICT (AEOE-LAUSD)

Susie Martinez, CEOE, President

AEOE-LAUSD is planning their annual Business Meeting and Installation Ceremony on Saturday, September 20, 2014. The flyer with registration information is included in this newsletter on page 14. Installing officer will be Jose Gonzalez, spouse of Maria S. Gonzalez. Her theme will be Working Together is a Beginning; Keeping Together is Progress; Working Together is Success.

Congratulations to the 2014-2015 officers who will be installed: Maria Gonzalez, President; Susie Martinez, CEOE, Immediate Past President; Stella Miyashiro, First Vice President; Rosemary Culleeney-Duff, CEOE, Second Vice President; Janet Davis Sylvester, CEOE, Secretary; Maria Moroyoqui, Treasurer; and, Vicky De Leon, Jill Everett, and Yolanda Pujol all Members at Large.

AEOE-Los Angeles affiliate hosted their 85th annual awards luncheon honoring high school and adult school students with scholarships, secondary creative writing students, and the talented elementary student artists.

The Holiday Party has been scheduled for Saturday, December 13, 2014 beginning at 9:00 am at the San Antonio Winery. Registration information will be provided at a later date.

KERN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (KAEOP)

Lorri Kilby, President

KAEOP held their annual Installation Ceremony in June. The following officers were installed: Lorri Kilby, President; Margaret Cross, President-Elect/First Vice President-Inservice; Kathryn Miller, Vice President-Membership; Sarah Tierce, Secretary and Mary Alice Means, Treasurer.

A two-class program on Outlook will be provided on October 22 and 29, 2014 at the Bakersfield Adult School. Registration information is included on page 5 of this newsletter. —Continued in next column

Kern AEOP, Continued

A Fall Fashion Show is scheduled for Thursday, September 18, 2014, at 6:00 p.m. Refer to page 13 for the complete details and registration information.

LA-MESA SPRING VALLEY ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (LA-MESA-SPRING VALLEY AEOP)

Wendy Rochester, President

La Mesa/Spring Valley AEOP affiliate recently hosted a "Clearing the Mess to Relieve Your Stress" workshop.

ONTARIO-MONTCLAIR ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (OMAEOP)

Olivia Ramos, President

OMAEOP recently held their annual installation ceremony.

RIVERSIDE COUNTY ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (RCAEOP)

Cyndee Amezcua, President

RCAEOP is excited to join with CAEOP in providing an evening professional development event on customer service. The featured speaker will be Kasha L. Robinson, a well-known leadership consultant. You won't want to miss this one! Check out the flyer on page 10 for additional information and registration.

The affiliate hosted their annual installation in June along with a workshop on the Brown Act, including all of the latest legal information.

Their annual Bosses' Night was hosted with a successful and fun 50's theme.

Perris Union High School District held a two-day professional development conference with CAEOP members, including Lori Ortell, Crystal Guimond, and Christine Harris presenting workshops. CAEOP President Elect, Kenton Miller, and Immediate Past President, Linda Rush, joined them to assist with promoting CAEOP membership and participation.

RCAEOP's year ahead also includes *Coats for a Cause*, food baskets and/or a canned food drive in December, and a car show in April. Stay tuned for more details.

"What is the recipe for successful achievement?"

To my mind there are just four essential ingredients:
Choose a career you love,
give it the best there is in you,
seize your opportunities,
and be a member of the team."

— Benjamin Franklin Fairless —

HEALTH NEWS

Editor's Note: Focusing on our health is so very important. In a renewed focus of the foods we eat, I found an article that was very interesting to me—and I hope the shared excerpts help you as well. The source is: www.aarp.org/health/healthy_living.



FROM CELERY TO STEAK.....FOODS THAT SABOTAGE SLEEP

Celery: Steer clear of celery just before bed because it has a high water content (cucumbers, watermelon, radishes and such) that are natural diuretics that may cause you to wake in the middle of the night with a full bladder.

Tomatoes: Tomatoes are rich in tyramine, an amino acid that triggers the brain to release norepinephrine, a stimulant that boosts brain activity and delays sleep.

Cheese Pizza: Foods high in fat and fried foods take longer to digest and can cause discomfort that interferes with sleep.

Black-bean chili: This dish could be a disaster if you eat it too close to bedtime. The body has a hard time digesting beans, so stomach-rumbling gas pains will keep you from a good night's sleep, says Helen Rasmussen, a research nutritionist at Tufts University.

Dark chocolate: A small piece of dark chocolate each day helps keep your heart healthy—but don't nibble it right before you go to bed. If you're caffeine-sensitive, you may find yourself staring at the ceiling instead of sleeping.

Gumdrops: A handful of gumdrops (or any candy) may cause your blood sugar to spike and then fall rapidly as the body releases insulin to bring them under control. You may fall asleep easily, but these fluctuations make it difficult to stay asleep.

Steak: Save the leftover slice of steak for tomorrow's lunch. Foods high in protein and marbled fats, such as steak and roast beef, are slow to digest. If your body is busy digesting food, there's more of a chance that you'll have a restless night.

*Need an idea for a gift of appreciation?
Need a birthday gift for that hard-to-buy-for person?*

Participate in our fundraising activity and solve your gift needs at the same time!

See's CANDIES See's Candy Gift Certificate Sale * ORDER FORM
One Pound Box = \$16.00

Name: _____
 Address: _____
 City/Zip: _____
 Phone: _____ Check Number: _____

Quantity Ordered: _____ X \$16.00 per box = Total \$ _____

Mail Order Form and Check to Lorri Kilby, P. O. Box 1803, Bakersfield, 93303
 Questions? Contact Lorri by email, lokilby@kern.org; or call Lorri at 661.636.4629
 Order form and check must be received NO LATER THAN Friday, October 31, 2014
 Certificates returned to you prior to Thanksgiving vacation. (Orders received without payment will not be processed.)

Proceeds will promote CAEOP professional workshops and conferences.

President's Message, Continued:



President of Membership. The Board will be asked at the October 17th meeting to ratify the one-year appointment of Xochitl Trujillo as Technology Coordinator and Kathryn Miller as Vice President of Membership.

We will miss the commitment and service given to CAEOP by Mary Quirino, Michelle Poirier and Allison Isambert, and extend our grateful appreciation and good wishes to them. And, a big thank you to Becky Shipley for stepping into the Vice President of Publications position with her publications expertise; to Xochitl Trujillo for her enthusiasm, technology skills and all her ideas for our website; and, to Kathryn Miller for her continued commitment to CAEOP, all our members and future members.

I was honored to be the installing officer for Orange County Association of Educational Office Professionals right in the heart of Historic Old Town Tustin. It started with a quick well-organized chapter meeting, followed by the ceremony, good food, and fun conversation. I was invited to represent CAEOP and speak at the La Mesa – Spring Valley Association of Educational Office Professionals End-of-the-Year Garden Tea Celebration. Oh, my, the delicious finger sandwiches and tea served on the most beautiful table settings were complimented by the spectacular view of the mountains. Joining Patty Shultz with her countless friends and family for her retirement was a **joyful evening at one of Bakersfield's Basque restaurants** where the yummy food was way too plentiful.

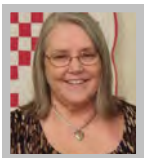
I am seeing a theme – wonderful settings, celebrations, leadership, and networking with good friends. With CAEOP we truly grow along side one another in harmony. We look forward to hearing of your personal and affiliate achievements and successes so we can celebrate with you.

*Rosemary Culleeney-Duff, CEOE
and CAEOP PIP Certified
President, 2014-2015*

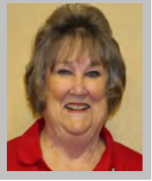


Save the Date!

Central District Director, Connie Vargas, asks everyone to save the date of Friday, January 23, 2015 for an exciting, inspiring professional development day in the Central District city of Bakersfield! More details to follow in the Winter 2014 CALLIE.



If you have workshop ideas or need to be trained on a specific topic, please contact Patty Shultz, Vice President of Inservice for CAEOP. Patty is working very closely with the 2015 Conference **Chairman, Kathy Ramos, in planning the conference program and selection of speakers. Patty's email is:** patty1967@bak.rr.com. See you there!



CHANGING CAEOP BYLAWS

Don't Miss This Important Information!

CAEOP's Immediate Past President also serves as Chairman of the Bylaws Committee. At the June 2014 meeting, the Executive Board took action to appoint additional members to the 2014-2015 committee, including the following:

- Linda Rush, Chairman
- Rosemary Culleeney-Duff, CEOE
- Kenton Miller
- Kathy Ramos, CEOE
- Becky Shipley, CEOE

Changes are numerous and have been quite an undertaking by the Bylaws Committee. The proposed revisions are included in many areas, and provide a general clean-up to match current practice as well as more concise language in the identification of certain guidelines.

Amendments to the CAEOP Bylaws require that proposed amendments shall be submitted in writing to the Executive Board not less than 60 days prior to submission to the membership.

The proposed amendments will be presented in full at the October 17, 2014 Executive Board meeting, and full script of the proposed **amendments will be available on CAEOP's website** shortly thereafter.

Should any CAEOP member desire a full written copy of the proposed amendments, you may request to have one mailed to you by contacting the Chairman, Linda Rush, by sending a note to her email: lrush13@roadrunner.com, or call Linda at 951.652.2404.

*Submitted by Linda Rush
Immediate Past President*





The Kern Association of Educational Office Professionals (KAEOP) invites you to a workshop on Outlook

MICROSOFT OUTLOOK WORKSHOP (Workshop registration includes BOTH nights)

Wednesday, October 22, 2014 6:00 — 9:00 PM *and*
Wednesday, October 29, 2014 6:00 — 9:00 PM

Location: Bakersfield Adult School; 501 S. Mt. Vernon Avenue; Bakersfield, CA 93307

There's more to OUTLOOK than email! There are many other ways the OUTLOOK program can help make your work (and home) life easier, and KAEOP has a great opportunity for you to learn more!

KAEOP is offering a two-night workshop that will cover the many attributes that OUTLOOK has to offer. The cost for BOTH nights is \$35 for members or \$40 for non-members. **You can, however, pay the "member" rate if you join the Association and pay the 2015 membership dues along with your OUTLOOK workshop registration (application on reverse).** Bring your family, friends and co-workers. Everyone is welcome, but **seating is limited!** Reservations due by Wednesday, October 15th. Please make checks payable to **KAEOP**.

Reservation Form

Name: _____
School/District or Company: _____
Work Phone Number: _____ Cell Phone Number: _____
Email: _____

Confirmation of receipt of reservation and payment will be returned to you.

Please copy and submit a copy of this Reservation Form with your check to: Margaret Cross, KAEOP, VP-Programs, c/o Rafer Johnson Children's Center, 1100 Ninth Street, Bakersfield, CA 93304.
Questions? Email Margaret at crossm@bcasd.com.

TREASURER'S FINANCIAL REPORT



The audit for the fiscal year ending March 31, 2014, has been completed by Marcos Gamino, Director of Business of Wasco Union High School District. This report will be presented to the general membership at the March 2015 annual Business Meeting. All was found to be in order with no findings.

"The audit for the fiscal year ending March 31, 2014 has been completed ... all was found to be in order with no findings."

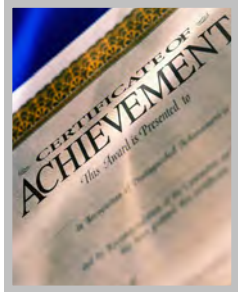
Tax returns for the fiscal year ending March 31, 2014 have been completed and were submitted by the August 15th deadlines for both Federal and State government agencies. New and exciting this year was that we were advised by both agencies that we are now to file the CAEOP tax returns online. This was so much easier than filing the long form 990-EZ. After verifying our financial income and expenses, we report only our gross income. Since our gross income is less than the \$50,000 requirements, we will continue to do tax returns online per these new requirements.

The Form 1023 to apply for the 501(3)(c) exempt non-profit status is not yet completed, but is currently being **worked on. This application requires three prior years' information and tax returns plus a filing fee. This project** should be completed and submitted to the IRS within the next couple of months.

*Submitted by Kathy Ramos, CEOE
and CAEOP PIP Certified
Treasurer*

CAEOP's Professional Incentive Program (PIP) Sets You Apart!

PS P



HAVE YOU TAKEN THE NECESSARY STEPS TO RECEIVE RECOGNITION FOR YOUR PROFESSIONAL DEVELOPMENT?

Earning your Professional Incentive Certificate identifies you with a distinguished group who have demonstrated the experience and the determination to be at the top of their field.

Why should you participate?

If you are like most educational office professionals, you are already doing the things that will qualify you to participate in this exciting recognition program! It's time to start documenting all your accomplishments. You'll be pleasantly surprised to see all that you have achieved during your professional life, and its documentation will be a tangible record that can assist you in promoting yourself in the workplace. You constantly give of yourself to others and forget to recognize yourself.

It's time to embark on a journey of self-awareness and peer recognition! We want to recognize your excellence with an official Professional Incentive Program (PIP) certificate and pin at the conference or meeting of your choice.

So what are you waiting for? Invest in yourself today!

CAEOP's Professional Incentive Program is endorsed by:

- Chancellor, The California State University
- Chancellor, California Community Colleges
- Association of California School Administrators (ACSA)
- California Association of School Business Officials (CASBO)
- California School Boards Association (CSBA)

Get more information at www.caeop.org/pip.htm <<http://www.caeop.org/pip.htm>>
or contact the PIP Coordinator, Adrian Ober, CEOE and CAEOP PIP Certified
at aober@orangeusd.k12.ca.us or at [714-628-4325](tel:714-628-4325)

NOMINATE NOW FOR MEMBERSHIP RECOGNITION

A **CAEOP Life Membership** is awarded only to a regular or associate member of the Association. The nominee must have maintained membership in the state association (CAEOP) for not less than ten years and must have provided outstanding service on a statewide basis. This service must clearly set the nominee apart from other members.

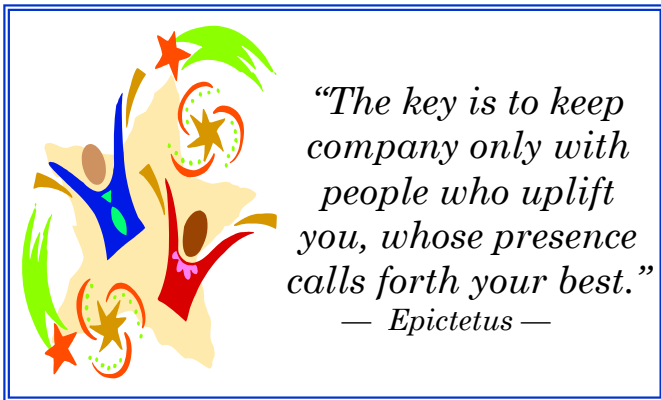


A **CAEOP Honorary Membership** is awarded only to a non-member of the Association (CAEOP) who has rendered meritorious service to the Association on a statewide basis which sets the nominee apart from other persons performing a like, similar or other service for the membership.

All nominations must be submitted and received by Friday, February 13, 2015. The 2014-2015 awards will be presented at CAEOP's Annual Conference scheduled for March 13-14, 2015 at the Hilton Pasadena Hotel. Applications and further information on the above mentioned awards is available on the CAEOP website (www.caeop.org) or by contacting CAEOP's Immediate Past President, Linda Rush, at the information listed below:

Linda Rush, Immediate Past President
615 S. Palm Ave., Unit B; Hemet, CA 92543
Email: lrush13@roadrunner.com
Questions? Call Linda at: 951.652.2404

Did you see this?



Mark Twain stated, “The secret of getting ahead is getting started.”

There is no time like the present to start your professional career the right way—with education and training that steers you in the direction for pure success and achievement beyond your dreams.

Today is the day to begin!



“Gathering Information for Tomorrow”

Buffalo Hyatt Hotel and Buffalo Niagara Convention Center * Buffalo, New York

The Northeast Area is proud to be sponsoring the NAEOP Conference and Institute for the year 2015. Mark your calendar and plan to attend a national conference that promises to inspire you, introduce you to new ideas and give you promising ideas for working smarter.

A few highlights for this conference include:

- ⇒ Room rate for hotel \$144 per night.
- ⇒ Yes—this conference begins on a Wednesday! Institute classes will begin on Wednesday, July 22nd and the conference will conclude with the final general sessions and installation ceremony on Saturday, July 25th.
- ⇒ There are many things to see and do in the Buffalo-Niagara Falls area. You are encouraged to bring your passport in order to travel into Canada.

The 2015 Service Project will be Haven House, which provides safe housing, a crisis hotline, supportive counseling, advocacy and support for victims of domestic violence in Buffalo and Erie County, NY. They also seek to build awareness of and educate the community about domestic violence.

Have Questions about workshops and training seminars?

Contact Wendy Heslink, Conference Chairman
Email: wheslink@fcsd.wnyric.org

Save the Date!

Webinars for Association Challenges, Technology and Software, and Promoting Yourself

In the Spring 2014 CALLIE issue, I challenged you to do a webinar. How did that go? I hope you enjoy one or more of my favorite offerings below:

PEOPLE POWER UNLIMITED

Cynthia D’Amour offers 15-minute live strategic fast chats on a single topic designed for association leaders and plays with the big picture concepts. It’s a fun 15 minutes with a refreshing take on some difficult times CAEOP and local affiliates are looking at now. With experience as an 8th grade teacher, Ms. D’Amour is a frequent speaker at leadership conferences and conventions. Her expertise is in getting more members involved using a marketing-savvy leadership approach. More information about her training is included on her website.



The below titles are free; however, Ms. D’Amour offers webinars for associations for a fee and does offer association scholarships. Here’s the Fall 2014 lineup:

- 9/10: When Boomers are NOT Enough!
- 9/24: The Perilous Seduction of Young Professional Groups
- 10/8: Retirees Rule - Or Do They? The Graying of Your Association
- 10/22: Future Leaders, Where Art Thou?
- 11/12: Your Mission: A Turn-On or Turn-Off?
- 11/25: Volunteers: Who Wants (and Needs) Them?
- 12/10: If Your Association Disappeared, Would Anyone Notice?

<http://www.peoplepowerunlimited.com>

KNACK TRAINING

Neil Malek wants to give his students the knowledge and motivation to get better at what they do. He is an expert for the educational office professional offering just about any technology related webinar or public speaking you want or need. Mr. Malek studied computer science at the University of Florida and taught for three years at that University’s Center for Instructional Technology and Training. On his website he states, “I want you to be wonderful at what you do.” Neil Malek is a certified trainer for Microsoft and Adobe in many areas.

Continued on next column.

Here a small sample of his offerings: Word, Excel, PowerPoint, Outlook, SharePoint, Windows, One Note, Visio, and Adobe including software training. Additionally, he offers professional development on public speaking, inbox organization, email etiquette, and presentation design. He is an expert on Evernote, Prezi, and LibreOffice. Sign up for his very informative email newsletter announcing upcoming webinars. Some are free, some have a cost – but all are worth it.

<http://knacktraining.com>

Neil Malek also offers many youtube videos that can be viewed at any time: <https://www.youtube.com/user/neilmalek>

ALL THINGS ADMIN

Julie Perrine is offering a free webinar “Update Your Job Description in 5 Simple Steps” followed by a five-day challenge which includes: a video tutorial; a step-by-step plan of action; resources and templates to help accomplish the day’s task; and, access to ask questions, share resources, and get the help you need to get your job description done.

Julie Perrine, CAP-OM, is an administrative expert, trainer, motivational speaker and author. Her website states that she is the founder and CEO of All Things Admin, a company dedicated to developing and providing breakthrough products, training, mentoring and resources for administrative professionals worldwide.

First webinar this Fall September 9th with the challenge September 15–19, 2014. Sign up now. If you missed the first webinar, you can request the link. <http://allthingsadmin.com/iyotsa/5-day-challenge-jd/>

Sign up for her newsletters to receive future notification of webinars. Career building tools and lots of templates are offered: www.allthingsadmin.com/

Rosemary Culleeney-Duff, CEOE and PIP Certified President 2014-2015

“Be careful the environment you choose for it will shape you.

Be careful the friends you choose for you will become like them.”

— W. Clement Stone —

CAEOP Logo Polo Shirt Sale
\$10.00 Each

Name: _____
 Address: _____
 City/Zip: _____
 Daytime Phone: (____) _____

Shirt Size: ____ Color: _____
 Shirt Size: ____ Color: _____
 Shirt Size: ____ Color: _____

Qty Ordered: ____ X \$10.00 = \$_____

Mail Order Form and Check to:
 Lorri Kilby, CAEOP Promotions Chairman
 P. O. Box 1803
 Bakersfield, 93303
Orders received without payment will not be processed. Proceeds will promote CAEOP professional workshops and conferences.

For sizes and colors available in this special sale,
 please check the listing below. ↓



BUDGET PLANNING UNDERWAY FOR ASSOCIATION

The Budget Development Committee will be meeting on October 16th at the Beaumont Unified School District Office in Beaumont, California to begin building the budget for the 2015-16 year.

Also, that very evening, CAEOP will be co-sponsoring an affiliate event with the Riverside County Association of Educational Office Professionals, entitled "Frontline Leadership: Winning the Battle for Excellent Customer Service." Further details of this workshop will be provided in this edition of the CALLIE (page 10).

As some of you may already know, one of President Rosemary Culleeney-Duff's goals is to assist members in becoming more proficient in current technology trends. To that end, not only will the Budget Development Committee be meeting in a face-to-face meeting but will be learning how to facilitate a "Google Hangout." By becoming familiar with this type of technology, we will be able to conduct a few of these virtual meetings from our own homes or places of work in the near future.

It is an exciting time to be a member of CAEOP as the organization sets the example and moves forward with the incorporation of trend-setting computer technologies.

It is my honor and pleasure to serve on the CAEOP Executive Board and I am looking forward to our Annual Conference this coming Spring.

*Submitted by Lori Ortell
 Finance & Budget Chairman*



CAEOP Polo
 Shirt Inventory


The following colors and sizes are available to order through CAEOP's Promotions Chairman, Lorri Kilby.

<u>Color</u>	<u>Sizes Available</u>
Gray with Blue Logo	S, M, L
Gray with Black Logo	L, XL
Butter Yellow with Black Logo/Men's	S, L, 3XL
Light Pink with Black Logo	L, XL, 3XL
Navy Blue with Gold Logo	L
Black with White Logo	S, M
Black with Gold Logo/Men's	L, XL, 2XL
Salmon with Black Logo	L
Aqua with Black Logo/Men's	2XL
Medium Blue with Black Logo	L, 2XL
Red with Gold Logo	L, 2XL
Purple with White Logo	S, L, 2XL, 3XL
Green with White Logo	M, L

CAEOP Polo Shirts are a soft cotton knit with the CAEOP Lamp of Learning logo stitched on the upper front left.

"I can't change the direction of the wind, but I can adjust my sails to always reach my destination."

— Jimmy Dean —



Please join us for a professional development workshop hosted by:
California Association of Educational Office Professionals (CAEOP) and
Riverside County Association of Educational Office Professionals (RCAEOP)

“Frontline Leadership: Winning the Battle for Excellent Customer Service”

Presented by Kasha L. Robinson, Ed.D.

Where: Beaumont Unified School District
Educational Support Facility - Board Room
350 West Brookside Ave., Beaumont, CA 92223



When: **Thursday, October 16, 2014**

Cost: \$ 18.00 Members & \$20.00 Non-Members

Agenda: Registration/Social Networking 5:30 – 6:00 p.m.
Dinner 6:00 – 6:30 p.m.
Presentation 6:30 – 8:30 p.m.

Door Prizes!!

Wear your RCAEOP pin and receive an extra raffle ticket.
(Any cancellations after October 13, 2014 are non-refundable)

✂-----
Please detach and return this registration form along with your check (no purchase orders) made payable to RCAEOP and send to: Perris Union High School District, Business Services, Attn Anna Fetzner, 155 E. 4th St., Perris, CA 92570.
Questions? Phone #: (951) 943-6369 Email: anna.fetzner@puhsd.org

Name: _____ Phone #: _____
Guests' Name(s): _____ Email: _____
District: _____ Site/Dept.: _____
Amount Enclosed: \$ _____ RCAEOP Member? Yes: ___ No: ___ CAEOP Member? Yes: ___ No: ___

Deadline for Reservations: October 10, 2014

Congratulations!

Congratulations to the following CAEOP members for their election/appointment to various office and committee assignments during the 2014 NAEOP Annual Conference/Institute in Portland, Oregon:



- Janet Davis Sylvester, CEOE Recording Secretary, Southwest Area, NAEOP
- Janet Davis Sylvester, CEOE Minutes Approval Committee, NAREOP
- Rosemary Culleeney-Duff, CEOE Member, Marketing & Corporate Sponsorships Committee, NAEOP
- Maria Gonzalez Member, Public Relations & Publications Committee, NAEOP
- Susie Martinez, CEOE Member, FUNdraising Committee, NAEOP Educational Foundation
- Kathy Ramos, CEOE Member, Bylaws Committee, NAEOP
- Linda Rush Member, Bylaws Committee, NAEOP
- Becky Shipley, CEOE President-Elect, NAREOP

AWARD NOMINATION TIME

Each year, the CAEOP Awards Chairman receives nominations for two annual prestigious awards.

The CAEOP **Educational Office Professional of the Year** award is presented to an outstanding classified person who is a member of CAEOP and is working in a school or educational office. The nominee should be someone who has made a significant contribution to the advancement of education through his or her personal and professional achievements as an educational office professional.

The CAEOP **Administrator of the Year** award is given to an individual administrator who has made a significant contribution to the advancement of education through his/her personal and professional achievements working in a school or educational office.

The CAEOP **Connie Wilson Community Service Award** is given to recognize those members who have provided exemplary service and have imparted a positive image to the educational office professional in their community. This award recognizes the service of our members in either their own educational community or within another non-profit group.

***Don't forget to nominate a co-worker or your boss!
It's recognition of achievement(s) often left without attention.***

All nominations must be submitted by February 13, 2015.

Applications and further information on the above mentioned awards are available on the CAEOP website (www.caeop.org) or by contacting CAEOP's Scholarship and Awards Chairman, Debbie Blodgett, at the following address:

Debbie Blodgett
Hemet Unified School District, Professional Development,
1791 West Acacia Avenue, Hemet, CA 92545
Questions? Contact Debbie by calling (951) 765-5100 x 3601
Or email Debbie: dblodgett@hemetUSD.org.

**"We cannot seek achievement
for ourselves and forget
about progress and prosperity
for our community ... Our
ambitions must be broad
enough to include the
aspirations and needs of
others, for their sakes and
for our own."**

~ Cesar Chavez ~

POPCORN SALAD

2 c. celery, finely chopped	¼ c. onion, chopped
3 cans chopped water chestnuts	2 c. cheddar cheese, shredded
1 jar Real Bacon Bits (or bag)	2 c. mayonnaise
2/3 c. sugar	1 tsp. white vinegar
1 ½ bag plain microware popcorn, popped	

In a large bowl, combine the celery, onion, water chestnuts, cheese and bacon bits. Mix thoroughly. In a small bowl, mix the mayonnaise, sugar and vinegar. Add the popcorn to the large bowl, making sure not to add any popcorn kernels.

Pour the dressing over the large bowl and mix until well incorporated.

Submitted by Darlene Hovorka, NAREOP Member (Wisconsin)



SIMPLE TIPS TO AVOID GETTING HACKED!



Photo from
money.cnn.com

Hacking has been on the rise lately. The most recent one being Home Depot and possibly the biggest one in history. Not too long ago we had the second biggest breach with Target Credit cards. The holidays are getting closer and many people are now opting to shop online. Be very careful!

According to CNN Money, there are some tips to avoid getting hacked. Below are a few tips recommended by CNN Money <http://goo.gl/rIqD00>.

- Make sure you always type the **HTTPS everywhere** you browse. "HTTPS Everywhere is an add-on for Chrome, Firefox and Opera that ensures that whenever you visit a site that offers data encryption, you're using it."
 - CNN Money also recommends to **be diligent with software updates**. Don't ignore the pop-ups for Windows Update. Pop-ups are sent when the company discovers vulnerabilities in their software.
 - **Tape over your cameras** while it is not in use. According to CNN Money, sophisticated hackers can activate it remotely, giving them a virtual peephole into your home.
 - **Change your passwords and make them smart.** CNN Money also recommends having different passwords for different services and change them every six months or so. The article talked about password managers; however, the danger is that they create a single point of failure. "If the password manager itself is compromised, all of your accounts become vulnerable."
- Another solution from their recommendations is to use long sentences or phrases. The more characters you add to a password, the more difficult it is for a computer program to crack—even if your password is a simple sentence that's easy to remember.
- **Never email your social security number** because it will stay in your archives. Erase old messages with your bank account information and credit card numbers.



- The last recommendation from CNN Money is **Don't Be Stupid**. Don't download files from unfamiliar sources. Check where a link will take you before clicking on it.

Lastly their recommendations state, "None of these tactics are completely fail-safe, but taken together, they'll make you a much less attractive target to scammers online."

References: <http://money.cnn.com>

Article Written by
Xochitl Trujillo, Technology Coordinator
Perris Union High School District

The WOW Factor!

Listed on the money.cnn.com website.

Did you know?

- ⇒ A list of five million Gmail addresses and passwords appeared on a Russian Bitcoin forum on a recent Wednesday?
- ⇒ Home Depot has been investigating a 'massive' hack?
- ⇒ Other companies including Albertsons, Target, Michaels, Neiman Marcus, P.F. Changs and Super Value have also been targets of hackers this year?
- ⇒ One-half of American adults were hacked this year.
- ⇒ The magnetic strip on the back of your credit card uses 1950s technology.
- ⇒ Banks lost \$3.4 billion in 2012 and retailers lost \$1.9 billion over the same year.
- ⇒ 41% of Americans were burdened with a replacement credit card this year.
- ⇒ The U.S. spends more on health care fraud than NASA. Health care fraud cost a whopping \$75 billion in 2012 compared to \$18.0 billion from NASA.



Don't forget to visit CAEOP's Facebook page

[www.facebook.com/California Association of Educational Office Professionals](http://www.facebook.com/CaliforniaAssociationofEducationalOfficeProfessionals)

Don't miss out on the announcements, learning, news and networking available to you as an educational office professional.



WELCOME!!



CAEOP wishes to extend a huge welcome to our newest members! We are so glad you have joined us and be sure to contact us if you have any questions or ideas.

We'd love to hear from you.

- Cynthia Avila-Medina Riverside County AEOP
- Susan Beasley AEOE—Los Angeles USD
- Deborah Boutcher Riverside County AEOP
- Justine Carter Riverside County AEOP
- Mahlana Cove Riverside County AEOP
- Claudia Cruz Riverside County AEOP
- Carla Dupuis Orange County AEOP
- Juno Fernandez Riverside County AEOP
- Tonia Gonzales Riverside County AEOP
- Debra Hansen Riverside County AEOP
- Nancy Karamanos Orange County AEOP
- Melanie K. Lequia Riverside County AEOP
- Patricia Linan Riverside County AEOP
- Pam Martinez Riverside County AEOP
- Yolanda Pujol Los Angeles USD AEOE
- Brenda Rawson Riverside County AEOP
- Barbara Rochester La Mesa-Spring Valley AEOP
- Sofia Rubio Riverside County AEOP
- Faten Salem Riverside County AEOP
- Tifinie Spencer Riverside County AEOP
- Uli Stowell Riverside County AEOP
- Tilisa Stubbs Kern AEOP
- Jeri G. Swift Riverside County AEOP
- Amelia Trinidad Riverside County AEOP
- Xochitl Trujillo Riverside County AEOP
- Araceli Zonda Riverside County AEOP

ATTENTION HIGH SCHOOL SENIORS!!

Do you know a high school student who is **excelling in their senior year**? Don't miss this opportunity to win a scholarship from CAEOP!

The CAEOP **Student Scholarship** is a \$1,000 award available for a graduating high school student who plans to pursue his/her education at an institution of higher education for the purpose of advancement in a career in business administration or education.

All nominations/applications must be submitted in full by January 9, 2015.

The application is available online at www.caeop.org—or you can contact **CAEOP's Scholarship/Awards Chairman** to have a copy mailed/emailed to you.

Debbie Blodgett
Scholarship/Awards Chairman, CAEOP
Hemet Unified School District
Professional Development
1791 West Acacia Avenue
Hemet, CA 92545

Phone: 951.765.5100, Ext. 3601
Email: dblodgett@hemetusd.org



*Our greatest weakness
lies in giving up. The
most certain way to
succeed is always to try
just one more time.*

- - Thomas Edison - -

Read more at <http://www.brainyquote.com/quotes/quotes/t/thomasaed149049.html#DiI2YZfF6BtZH70g.99>



Kern Association of Educational Office Professionals (KAEOP)
presents their annual

Fall Fashion Show

*You are cordially invited to
attend the KAEOP*

Fall Fashion Show

Thursday, September 18, 2014

6:00 PM

Hodel's Restaurant

Olive Drive and Highway 99, Bakersfield

*All members, family and friends are invited to attend !!
Come and enjoy the wonderful Hodel's buffet, along with fashions by
Catherine's, Lane Bryant, Kohl's and Dress Barn*

Members \$25, Non-members \$30

(May pay member rate if 2015 dues paid with fashion show registration)

Reservations due by Monday, September 15th

Please make checks payable to KAEOP

REGISTRATION FORM

Please reserve _____ places for me at \$25.00 each = \$ _____

Please reserve _____ places for me at \$30.00 each = \$ _____

____ Enclosed is my \$20 membership dues for 2015!!

Total Enclosed: \$ _____

Name(s): _____

Mail reservations to: Sarah Tierce, KCSOS Transportation Dept.
1300 17th Street, Bakersfield, CA 93301





AEOE
ASSOCIATION OF EDUCATIONAL
OFFICE EMPLOYEES



You are cordially invited to our
86th ANNUAL BUSINESS MEETING
AND
INSTALLATION OF THE 2014-2015 BOARD OF DIRECTORS

Saturday, September 20, 2014
11:30 A.M.

Quiet Cannon Restaurant

901 North Via San Clemente
Montebello, CA 90640 (Salon Room)

PLEASE RSVP BY FRIDAY, 9/12/14

For additional info, please contact the AEOE Office 323-725-7266

All checks to be made payable and mailed to:
AEOE, 5710 East Beverly Blvd, Los Angeles, CA 90022
(Please include all names/menu choices covered by this reservation)

Name: _____ Phone: _____

Email Address: _____

Name of School/Office: _____

Additional Names: _____

\$25.00 per meal: Filet Mignon ___ Chicken Marsala ___ Pasta Primavera ___

Liability: The Association of Educational Office Employees and its officers assume no responsibility for any person injury or damage to property by a member or guest of said association while engaged in an association sponsored activity.

Visit us on www.aeoe-laUSD.org



California Association of Educational Office Professionals

MEMBERSHIP APPLICATION

YEAR: April 1, 2014 - March 31, 2015

Date: _____

Last Name: _____ First Name: _____ M.I. _____

Home Address: _____ City: _____ Zip: _____

Home Phone #: (____) _____ Personal Cell #: (____) _____

Home Email Address: _____ Birthday (Month/Day): _____

Employed Fulltime in Education? Retired?

Position: _____ School Site/Department Name: _____

District Name: _____ # Years in Education: _____

District/School Address: _____

	Street & #	City	Zip
Work Email:	_____	_____	_____

<u>Type of Membership:</u>	<input type="checkbox"/> Active, New	\$40.00	<input type="checkbox"/> Active, Renewal	\$ 40.00
	<input type="checkbox"/> Retired, New	\$20.00	<input type="checkbox"/> Associate	\$ 50.00

Are you a member of a local affiliate? Yes No If Yes, which one? _____

Are you a member of NAEOP (National)? Yes No NAEOP Member #: _____

If not a member of a local affiliate or NAEOP, were you a member in the past? _____

Would you be interested in serving on a committee or helping with a CAEOP event? Yes No
If yes, your name will be referred to the Board member responsible for that area.

Referred by: _____

Please make your check payable to **CAEOP** and mail to:

Kathryn Miller
Vice President of Membership, CAEOP
2733 Hempstead Lane
Bakersfield, CA 93309

Questions about CAEOP Membership?

Contact the Vice President of Membership, Kathryn Miller, through email: kamiller@kern.org, or call 661.636.4729

Office Use Only

Membership Payment Received: _____ Funds Submitted to CAEOP Treasurer: _____

Membership Roster Updated _____

BOSS'S DAY

Are you ready? The 2014 Boss's Day is scheduled for October 16th. Traditionally it is a day for employees to thank their bosses for being kind and fair throughout the year. This day was created for the purpose of strengthening the bond between employer and employee.

Patricia Bays Haroski registered "National Boss' Day" with the U.S. Chamber of Commerce in 1958. She was working as a secretary for State Farm Insurance Company in Deerfield, IL at the time and chose October 16, which was her father's birthday. Oh yes—she was actually working for her father at the time. Four years later, in 1962, Illinois Governor Otto Kerner acted on Haroski's registration and officially proclaimed the day. Hallmark Cards did not offer a Boss's Day card for sale until 1979. National Boss's Day has become an international celebration in recent years.

You can love them, you can hate them—but the boss is the boss and the chief of your day-to-day work life. You may despise him/her for overloading you with tons of work, but it's that same boss that drives you to excel and accomplish success. Snappy, easy or a bundle of nerves, your boss deserves a pat on the back for holding on to the reins of your educational office so well.

For a Great Boss
*This day is special and it's just for you
 To tell how much we appreciate you
 We cannot tell how happy we are
 To have the Boss the way you are*

*We have someone who listens to us
 We have someone who guides us through
 The problems could have never been simple
 If you had not given us confidence to fight them
 through*

*You have accepted us the way we are
 You have made us perform and make that mark
 The joy of success has always prevailed
 Because the failure distinctively got nailed*

*We are a team and we love to perform
 We like to take storm by its horns
 We now know how to rock
 Because we are lucky to have you as our Boss*

*This day is special and it's just for you
 To tell how much we appreciate you
 We cannot tell how happy we are
 To have the Boss the way you are.*

—By Unknown Author—

Reprinted from www.boss-day/poems/appreciation

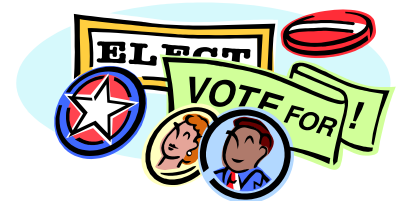
SUCCESS IS UP TO YOU!

Are you spending your days constantly thinking about the demands on your time, or are you thankful that you have been trained to be a highly efficient and effective educational office professional? That type of training is yours to accept—and comes from service to others. For the educational office professional in California, service to **your state affiliate is an excellent way of learning leadership skills and adding to your resume' examples of taking responsibility for your professional future.**

CAEOP needs you! This Fall the CAEOP Nominations and Elections Chairman will receive nominations for elective offices as authorized by Article VII, Section 1 of the CAEOP Bylaws. Candidates must be an active member of CAEOP and must be willing to serve if elected. Names of nominees must be submitted to the Chairman of the Elections Committee no later than October 15th. Individual members and affiliate associations have the right to submit the name of any nominee as a candidate for office provided the nominee meets the qualifications set out in these Bylaws.

The positions of the President-Elect, Recording Secretary, Vice President of Membership, Vice President of Publications and Northern District Director will be on the 2015 ballot. These positions are two-year terms beginning April 1, 2015 and concluding on March 31, 2017.

CAEOP needs you! You are an accomplished educational office professional and the way to continue to grow both professional and personally is to get involved NOW! Nomination forms are available online at www.caeop.org, or contact CAEOP's Nominations and Elections Chairman, Connie Vargas. Connie's email is: covargas@kern.org, and her work phone # is: 661.636.4298. We promise you won't regret it!



THERE HAS TO BE A BEGINNING!

I am very pleased to be able to serve CAEOP as Historian Co-Chairman. As such, I wondered why and how CAEOP got its start. Who came up with the wonderful idea to create an organization for our professional organization, and what is a "professional organization?"

A professional organization is usually one seeking to further a particular profession and the interests of individuals engaged in that profession. The roles of these professional associations vary, and include entrusting people in a certain occupation with maintaining control or oversight of the practice of the occupation.

Such associations generally strive to maintain and enforce standards of training and ethics in their profession. And that is what CAEOP is all about!

In 1934, ninety-six secretaries responded to a recommendation to represent their school systems at a proposed meeting for a new organization, inspired by Louis Henderson Nelson. From this small start and through several name changes, National Association of Educational Office Professionals (NAEOP) was born.

CAEOP became an official professional association in 1950 when bylaws were filed with the Superintendent of Education on October 28th of that year. Following a workshop held on that date, Miss Edna Atkinson, President of National Association of School Secretaries (now NAEOP), met with the Superintendent of Los Angeles City Schools to consider the formation of an association in California. The Superintendent said he would back such an organization and supported his employees in laying the groundwork.

Letters were mailed to all County Superintendents outlining the plans for a state-wide organization for educational office employees. According the CAEOP History, Updated February 2013, "The purpose and aim of the Association would be:

1. To promote professional interest in educational non-certificated positions;
2. To provide opportunities for individual training and advancement within the school systems of the state; and
3. To provide a clearinghouse for administrators and employees for ideas and methods which will result in a finer and more efficient service to schools and communities."

The response to these letters was amazing, and on May 10, 1951 the Association had 110 charter members! The "annual fee" for the Association was only \$2!

All charter members received a Charter Member Certificate, as well as a copy of the proposed Constitution of the Association.

CAEOP members receive the organization's newsletter, CALLIE and may be surprised to know that the first issue was distributed in June 1951 and was then known as *CALLIE Comes Calling*. The name was shortened to *The CALLIE* in 1978.

The first Annual Mid-winter Conference and business meeting was held February 20-23, 1952 in Sacramento, with presentations on "Styles for the School Secretary," "Efficiency Exchange" and "Is Your Good English Showing, Madam?" What great topics that we could still use today!

Many other wonderful meetings followed those historic years. In 1954, two unique publications were created, "Handbook for the Educational Office Employee" and "Public Relations in the Office."

Did you know that in 1959, CAEOP had 28 affiliates and the highest membership was recorded at 1,282 in 1969! In 1987, members voted to officially change the organization's name to California Association of Educational Office Professionals, effective March 1, 1988.

The logo for CAEOP is the "Lamp of Learning" which represents the "enlightenment of education, literally bringing light into the darkness of ignorance and illiteracy." The CAEOP History, Updated February 2013 continues with, "The lamp is a fitting and appropriate symbol for the California Association of Educational Office Professional as it reflects the professional association which it represents. We are an association which helps mold the future of California and its students."



Well said.

*Submitted by Sarah Tierce
Historian Co-Chairman*






**CALIFORNIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
(CAEOP)**

ANNUAL POSTER CONTEST

"What I like best about my school "



PROCEDURES AND GUIDELINES FOR ENTERING:

- ◆ Open to any student in Grades K-6 in a California elementary school.
- ◆ Posters should be on 9 x 12 white construction paper ONLY.
- ◆ Students should create posters using only original artwork and lettering illustrating the contest theme *"What I like best about my school."*
- ◆ Students should use **BOLD, BRIGHT, BRILLIANT** colors using colored pencils, pens, markers, water colors, chalk, acrylic paint, or crayons.
- ◆ Posters should be drawn horizontally. 
- ◆ No computer or trademark art, copyrighted characters, photographs, glitter, yarn, or fabric. No stenciled or manufactured stick-on or press-on letters are permitted. Entries will be disqualified.

PRIZES: Cash prizes will be awarded to 3 winners in each of the following grade divisions:

Grades K-2, Grades 3-4, and Grades 5-6

1st Place: \$75 2nd Place: \$50 3rd Place: \$25

JUDGING:

- ◆ All posters should be judged first at the school site level.
- ◆ Please submit **ONLY** the top three finalists in each grade division.
- ◆ More than the top three finalists in each division will be disqualified.

DEADLINE: December 5, 2014.

Attach the Entry Certification Form securely to the back upper right hand corner of each poster submitted.

Poster Contest Entry Certification Form is also available on the CAEOP website: www.caeop.org

All entries become the property of CAEOP and may not be returned.

Return entries to: Maria Sara Gonzalez
CAEOP Poster Contest Chairman
Los Angeles Unified School District
Administrator Development Branch – 14th Fl.
333 S. Beaudry Avenue Los Angeles, CA 90017

Questions? Email gonzalezmariasara3@gmail.com OR Phone: 213.241.3375

NOTIFICATION: Winners will be notified in February, and honored at **CAEOP's Annual** Conference in March.

ENTRY CERTIFICATION FORM

STUDENT NAME: _____ (PLEASE PRINT CLEARLY)

TEACHER NAME: _____

GRADE: _____ SCHOOL: _____ DISTRICT: _____

SCHOOL ADDRESS _____ CITY: _____ ZIP CODE: _____

PHONE: (____) _____ Ext. _____ EMAIL: _____

Artwork is certified as original. Teacher's Signature: _____

CALIFORNIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (CAEOP)

Calendar of Upcoming Events

Date	Event	Location and Event Information								
Thursday, October 16, 2014 1:30 p.m.	<p style="text-align: center;"><u>BUDGET COMMITTEE MEETING</u> <u>RE: 2015-2016 PROPOSED CAEOP BUDGET</u></p> <p style="text-align: center;"><u>"Google Hangout" Meeting Location:</u> Meeting Room; Beaumont Unified School District 350 W Brookside Ave.; Beaumont, CA 92223</p> <p style="text-align: center;"><i>Important: Please RSVP to Lori Ortell if you will be in attendance.</i></p>	<p style="text-align: center;"><u>Required Participants:</u></p> <table style="width: 100%; border: none;"> <tr> <td>President</td> <td>President-Elect</td> </tr> <tr> <td>Immediate Past President</td> <td>Treasurer</td> </tr> <tr> <td>Finance Budget Chairman</td> <td>Presidential-Advisor</td> </tr> <tr> <td colspan="2" style="text-align: center;">+ One Member-At Large *</td> </tr> </table> <p>*Member-At-Large cannot be current board member and is appointed by President. All other Executive Board members are welcome to participate.</p>	President	President-Elect	Immediate Past President	Treasurer	Finance Budget Chairman	Presidential-Advisor	+ One Member-At Large *	
President	President-Elect									
Immediate Past President	Treasurer									
Finance Budget Chairman	Presidential-Advisor									
+ One Member-At Large *										
Thursday, October 16, 2014 <i>And</i> Friday, October 17, 2014	<p style="text-align: center;"><u>"FRONTLINE LEADERSHIP: Winning the Battle for Excellent Customer Service"</u> <u>RIVERSIDE AEOP and CAEOP Professional Development</u> Thursday, October 16, 2014 Registration/Social: 5:30—6:00 pm Dinner: 6:00—6:30 pm Workshop: 6:30—8:00 pm Cost: \$20.00 Non-members; \$18.00 Members</p> <p style="text-align: center;"><u>CAEOP EXECUTIVE BOARD MEETING AND CONFERENCE COMMITTEE</u> 8:00 a.m. — 5:00 p.m.</p> <p style="text-align: center;">Executive Board Meeting will begin with 2015 Conference Committee Meeting under leadership of Conference Chairman. All Members Welcome!</p>	<p style="text-align: center;"><u>Professional Development Event:</u> Board Room, Beaumont Unified School District 350 W. Brookside Ave; Beaumont, CA 92223</p> <p>Registrations for event will be sent separately to Anna Fetzner, 155 E 4th St., Perris, CA 92570 Phone #: 951.943.6369 Email: anna.fetzner@puhsd.org</p> <p style="text-align: center;"><u>CAEOP Executive Board Meeting</u> Conference Room Holiday Inn Express Beaumont-Oak Valley 1864 Oak Valley Village Circle; Beaumont, CA 92223 Room reservations will be submitted to hotel on separate rooming list. Board members submit personal credit card upon arrival.</p>								
Friday, January 23, 2015 <i>And</i> Saturday, January 24, 2015	<p style="text-align: center;"><u>PROFESSIONAL DEVELOPMENT EVENT WITH KERN AEOP</u> Friday, January 23, 2015 8:30 am to 3:00 pm</p> <p style="text-align: center;"><u>CAEOP EXECUTIVE BOARD MEETING</u> 8:00 a.m. — 4:00 p.m.</p> <p style="text-align: center;">Executive Board Meeting will begin with 2015 Conference Committee Meeting under leadership of Conference Chairman</p>	<p style="text-align: center;"><u>Professional Development Event and Board Meeting</u> Conference Room 1B, First Floor Kern County Superintendent of Schools; 1300—17th Street; Bakersfield, CA 93301</p> <p style="text-align: center;"><u>Hotel Accommodations</u> <i>To be announced at a later date.</i></p>								
Wed—Sat March 11-14, 2015 CAEOP ANNUAL CONFERENCE Pasadena	<p style="text-align: center;"><u>Wednesday March 11, 2015</u> 3:00 p.m. — 5:00 p.m. 2014-2015 Executive Board Meeting and Parliamentarian Meeting</p> <p style="text-align: center;"><u>Thursday, March 12, 2015</u> Pre-Conference Tour(s)</p> <p style="text-align: center;"><u>Friday, March 13, 2015 and Saturday, March 14 2015</u> 2015 Annual CAEOP Conference</p>	<p style="text-align: center;"><u>Pasadena Hilton Hotel</u> 168 South Los Robles Avenue Pasadena, CA 91101</p> <p style="text-align: center;">Rooms: \$125.00++ 1 King or 2 double beds Overnight parking \$21.00 (Valet) Or \$18.00 (Adjacent Parking Garage)</p> <p style="text-align: center;"><i>Note: The 2015-2016 Executive Board will meet <u>after</u> conference (possibly early Sunday morning). Date/Time to be announced at a future date.</i></p>								

2014-2015 CAEOP EXECUTIVE BOARD
California Association of Educational Office Professionals (CAEOP)

Rosemary Culleeney-Duff, CEOE, President
rosemary.duff1@gmail.com

Kenton Miller, President Elect
kmiller@csu.edu

Linda Rush, Immediate Past President
Chairman, Bylaws Committee
Chairman, Life & Honorary Membership
CAEOP Historian
lrush13@roadrunner.com

Christine Harris, Recording Secretary
Christine.harris@puhsd.org

Kathy Ramos, CEOE, Treasurer
2015 Conference Chairman
kgranny2013@att.net

Kathryn Miller
Vice President of Membership
Affiliates/Membership Co-Chairman
kamiller@kern.org

Patty Shultz,
Vice President of In-service
patty1967@bak.rr.com

Becky Shipley, CEOE
Vice President of Publications
Executive Contracts Consultant
Presidential Advisor
beckyorr2013@gmail.com

Connie Vargas, Central District Director
Nominations/Elections Chairman
covargas@kern.org

Debby Moore, Southern District Director
Debby.Moore@lmsvsd.net

Debbie Blodgett, Scholarship and Awards Chairman
dblodgett@hemetUSD.org

Lori Ortell, Finance/Budget Chairman
lori.ortell@puhsd.org

Sarah Tierce
Historian Committee Co-Chairman
satierce@kern.org

Gita Halderman
Legislation Chairman
gitaha@scusd.edu

Maria Sarah Gonzalez
Poster Contest Chairman
Gonzalezmariasara3@gmail.com

Adrian Ober, CEOE
Professional Incentive Program Coordinator
aober@orangeusd.k12.ca.us

Lorri Kilby
Promotions Committee Chairman
lokilby@kern.org

Xochitl Trujillo
Technology Coordinator
xochitil.trujillo@puhsd.org

BE SURE TO VISIT OUR WEBSITE:
www.caeop.org



"FALL BOUNTY"

Autumn fills our baskets with memories galore,
To warm our hearts when Winter comes tapping at the door.
Maple leaves turn scarlet their shocking colors stun,
Pansies deck the gardens and mums are bright as sun.
A bush turns flaming orange, it's brighter than a torch,
Scarecrows guard the harvest and pumpkins light the porch.
Autumn fills our baskets with memories to last,
Through many an ice and snowstorm till winter weeks have passed.



—Vivian R. Stewart—



Becky Shipley, CEOE
Vice President of Publications
C A E O P
16001 Sammie Avenue
Bakersfield, CA 93314



For additional information,
visit our webpage:
www.caeop.org



Save the Date!

*California Association of Educational
Office Professionals (CAEOP)*

65th Annual Conference

Hilton Pasadena Hotel
March 13-14, 2015

Learn what's out there in technology, apps,
socializing, professional workshops, personal safety
..... Plus so much more.

Mark your calendars and plan to join us!!

For additional information, please contact:
Kathy Ramos, Conference Chairman -
Email: kgranny2013@att.net / Phone: 661.332.1217

Or Sarah Tierce, Conference Registrar
Email: satierce@kern.org / Phone: 661.805.1509